



## New Jersey Department of Children and Families Policy Manual

Manual:	NJAC	NJ Administrative Code Excerpts	Effective Date:
Title	10	Human Services	
Chapter	191	Children'S Partial Care Programs	10/11/2013
Subchapter:	1	Children'S Partial Care Program Standards	
Section	13	<b>Staffing responsibilities (N.J.A.C. 10:191-1.13)</b>	

### §10:191-1.13 Staffing responsibilities

(a) The responsibilities of the program director shall include, but are not limited to, the following:

1. Planning, identifying and developing children's partial care programs and goals;
2. Providing overall daily management of the children's partial care program;
3. Providing data and other input to the county Children's Inter-Agency Coordinating Council as requested by the Division of Children's System of Care;
4. Participating in case conferences;
5. Ensuring that the children's partial care program is serving the target population;
6. Ensuring that appropriate treatment and discharge plans are developed;
7. Ensuring that client records are maintained;
8. Providing and ensuring adequate supervision of all staff employed by the children's partial care program;
9. Assuring adequate staffing levels are maintained;
10. Developing and implementing orientation and in-service training programs;
11. Preparing service and budgetary records and submitting records to appropriate parties;
12. Establishing internal and external communication systems so that all staff are apprised of pertinent information;

13. Ensuring the development and implementation of staff orientation, staff development, and in-service programs;

14. Ensuring emergency and crisis capability, including evacuation because of fire or natural disaster;

15. Ensuring compliance with this chapter;

16. Establishing and maintaining formal and informal affiliation with other needed service providers; and

17. Ensuring that intake assessments are completed.

(b) The program director minimally shall have:

1. An earned master's degree in family therapy, psychology, counseling, social work, or other related field from an accredited college or university; and

2. Three years' experience in the provision of youth mental health services, at least one of which shall have been in a supervisory capacity.

(c) Agencies operating children's partial care programs shall have access to a psychiatrist whose duties include, but are not limited to, the following:

1. Evaluating, diagnosing, prescribing, and administering medication to program clients;

2. Providing information and education on medication needs, usage, and side effects to clients and family;

3. Monitoring clients' responses to prescribed medication;

4. Providing consultation to program staff as appropriate;

5. Providing medical direction to case assessment, treatment plans and service provision;

6. Conducting initial and subsequent psychiatric assessments and evaluations;

7. Providing recordkeeping in an accurate and timely manner as required; and

8. If necessary, maintaining a valid Medicare and Medicaid provider number.

(d) The psychiatrist minimally shall have:

1. A license to practice medicine in New Jersey; and

2. Board eligibility in general psychiatry.

(e) The agency shall assign the following responsibilities to one or more of the direct care professional workers, in accordance with staffing levels required by N.J.A.C. 10:191-1.12, which shall include, but are not limited to:

1. Providing the following direct care services:

- i. Individual and group counseling and support;
- ii. Activities to address daily living skills;
- iii. Recreational and socialization activities; and
- iv. Family services such as referral, advocacy and service linkages;

2. Participating in the development of treatment plans and comprehensive assessments;

3. Participating in the development of discharge plans and making needed referrals;

4. Participating in case conferences;

5. Assisting youth directly to address self-care needs;

6. Providing support to auxiliary staff, student interns and volunteers;

7. Assisting in the development of staff orientation programs; and

8. Maintaining clinical documentation.

(f) The direct care professional worker minimally shall have:

1. A bachelor's or advanced degree in social work, psychology, or related field from an accredited college or university, or a license to practice as a social worker or nurse in New Jersey; and

2. One year's experience in the provision of mental health services to youth.

(g) The agency shall assign the following responsibilities to one or more of the direct care paraprofessional workers, in accordance with staffing levels required by N.J.A.C. 10:191-1.12, which shall include, but are not limited to:

1. Being responsible for providing direct child care services;

2. Providing case information to the professional direct care worker;

3. Providing input on cases;

4. Recognizing client behavioral signs indicating potential emergency and taking immediate action by reporting to appropriate staff;

5. Assisting clients in preparing for group activities;

6. Assisting clients in preparing for social and recreational activities;

7. Assisting clients in activities that address daily living;

8. Performing light housekeeping duties; and

9. Providing transportation.

(h) The direct care paraprofessional worker minimally shall have:

1. A bachelor's degree from an accredited college or university;

2. An associate's degree from an accredited college or university and two years' experience in the provision of appropriate services to youth; or

3. A high school diploma and five years' experience in the provision of appropriate services to youth.

(i) Agencies operating children's partial care programs may use volunteers, student interns, and non-direct care staff to support the activities of regular paid staff members.

1. Agencies operating children's partial care programs shall ensure that volunteers, student interns, and non-direct care staff who have contact with youth and parents receive proper training and are directly supervised by paid staff members at all times when interacting with youth or families.

2. The agency shall have written policies and procedures governing the activities of volunteers, student interns, and non-direct care staff. These policies and procedures shall clearly articulate roles, responsibilities, and any activity restrictions.

3. Agencies operating children's partial care programs shall require that references be submitted by prospective volunteer, student intern, and non-direct care staff.

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